

Webinar

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Webinar

Introduction

This page contains instructions on how to use the big blue button ^[1] (BBB) webinar server ^[2] for an online meeting/presentation ^[3] from the Stellenbosch University ^[4] campus and also off campus.

Please note: For the moment all webinars are conducted using the "Demo System" session. Just enter your name and click on "Join".

Quick Guide

Hardware requirements

1. Internet device with keyboard (*for typing questions to presenters*) and speakers/headset (*for listening to the presenters*).
2. Webcam or microphone required if you want to join an audio conversation. (*This is required for presenters*).
3. Fast Internet connection. Test your Internet connection speed at: <http://www.speedtest.net> (*Not required when connecting on campus*)

Software requirements

1. **Latest Mozilla Firefox.** Download from: <http://www.firefox.com>
2. **Latest Adobe Flash Player.** Download from <http://www.adobe.com/support/flashplayer/downloads.html>

How to join the webinar (Please test beforehand - it is already available)

1. Go to <http://tex.sun.ac.za>". (*The hostname "tex" is an abbreviation for "Technology for Education eXchange"*)
2. Type your name. (*Your first name is good enough*)
3. Click **Join**.
4. Click **Allow**. (*This is a pop-up confirmation from the Flash plugin*)
5. Click **Join Audio** to listen to the presenter. (*If in-session already, then click on the "Audio Icon" at the top left of your browser screen*)

Understanding the screen layout

Users: Refers to the chair and presenters. You should be able to see the names of the presenters once they have logged in.

Listeners: Refers to the audience. You should see your name listed once logged in.

Video doc: Real-time image of presenters.

Chat: Area where you can type questions to the presenters. You can even select a colour for your questions.

Center of the screen: This is where the presenters will display and manage their presentation.

Advanced Guide

Click on the heading above.

Further Help

Click on the heading above.

References

- [1] <http://bigbluebutton.org>
- [2] <http://en.wikipedia.org/wiki/Webinar>
- [3] <http://tex.sun.ac.za>
- [4] <http://www.sun.ac.za>

Webinar/Step1

Local computer hardware and software setup

Introduction

The idea is to be able to see and hear other participants and also be able to talk to them and have them see you as well. Computers normally have an input for a microphone however webcams usually come with a microphone built-in so you have to decide which microphone you are going to use, the webcam or an attached microphone. In addition computers have an output for speakers/earphones however if you are using a headset then you will have audio out from them as well, so you have to decide if you want to listen to audio from the attached speakers or from the headset/earphones.

Please make sure you only choose one combination of audio input and output.

Therefore your options are one of the following;

- Audio Out = Attached Microphone / Webcam Microphone
- Audio In = Headset / Earphones / Attached Speakers
- Video Out = Attached Webcam
- Video In = Web Browser

Step 1A - Headset

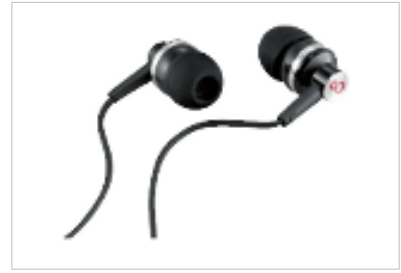
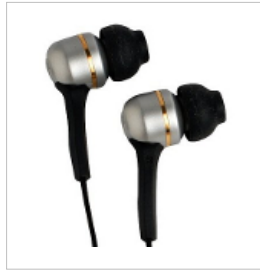
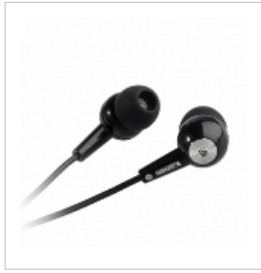
(Ask local IT support to help you with this!!)

! Please use a headset with a microphone attached or earphones in combination with the webcam microphone !

This is recommended to remove the possibility of audio echo feedback which results in a "shreeking" shrill noise when the audio volume controls are too high.

Check all playback volume controls of your equipment.

If you do not want to use a headset, then use earphones and enable the microphone on the webcam. See below for pictures of typical earphones.



Step 1B - Webcam

(Ask local IT support to help you with this!!)

Attach a webcam to your computer. Check that the camera and microphone on the webcam work.

Also please make sure that the camera is not pointed at a window, the glare from the sun distorts the picture. This applies to any bright light source. The light should be shining onto to you from the front, NOT from behind you or beside you. Also please make sure the camera background is clean. We do not want to see your office wallpapers on the wall behind you.

View the webcam setup tips. ^[1]

Step 2 - Internet

- For off-campus users please check that you have a fast internet connection. You can check by going to: <http://www.speedtest.net>.
- For on-campus users please open your inetkey to install the flash player.

Step 3 - Firefox Web Browser

(Ask local IT support to help you with this!!)

Please download and install the latest Firefox web browser.

Microsoft Windows Internet Explorer does not work very well with Adobe Flash.

```
http://www.firefox.com
```

Step 4 - Adobe Flash Player

(Ask local IT support to help you with this!!)

Please download and install the latest flash player from the web link below.

(Use Firefox to do the download !!)

```
http://www.adobe.com/support/flashplayer/downloads.html
```

After installation, check that the flash player is correctly setup by going to: <http://www.adobe.com/software/flash/about>

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References

[1] <http://www.journals.ac.za/images/1/1a/Edtech-webcam.mp4>

Webinar/Step2

Webinar session management

Step 1 - Prepare PDF files

(Ask local IT support to help you with this!!)

If you are presenter then please prepare your presentations/documents/etc.. as PDF files.

Step 2 - Open webinar server website with Firefox

(Ask local IT support to help you with this!!)

If you are using a computer on the Stellenbosch University campus then open your Inetkey first.

The next step is to open the following link with the Firefox web browser by copying and pasting the link below into the address bar of Firefox.

```
http://tex.sun.ac.za'''
```

The hostname "tex" is an abbreviation for "Technology for Education eXchange"

Step 3 - Join the "Demo Meeting"

Type in your name in the "Join a Demo Meeting" box and click on "Join".

```
For example, I type: Hilton and then click on the "Join" button.
```

```
For your username, use one word that is in small case, see example above.
```

Step 4 - Check audio and video hardware for correct operation once online

(Ask local IT support to help you with this!!)

When you login a pop-up dialog will appear which is used to setup your audio input and start an audio connection.

Type in the chat bar for help until you are setup correctly.

If you want to return to the default layout of all the program windows, then click on the "Reset Layout" button at the bottom right of the browser window.

Step 5 - Session Start

Checks

1. The moderator will check attendance.
2. The moderator will perform an equipment check with each participant.
3. The moderator instructs those who will be presenting about the procedure to become a presenter.
4. The moderator hands over to the first presenter and declares the meeting open.

File upload

The first presenter/facilitator uploads their presentation/agenda and begins the meeting.

Step 6 - Session Rules

Protocol for all

1. To limit the amount of bandwidth used during the session, only the presenter may use video. This is because each video connection requires about 2-4MB of bandwidth and each audio connection about 0.5-1.0MB.
2. All the participants audio is muted to prevent audio interference of the presenter speaking.
3. If a participant wishes to speak and ask a question, then they press the "hand" button and the moderator will enable audio of the questioner when the presenter is ready to answer the question.
4. Participants may ask questions anytime using the chat box. The moderator will monitor the questions asked in the chat box.

Presenter

1. The moderator will instruct participants when to become presenter.
2. The old presenter must then switch off their video and the new presenter must switch on their video.
3. The new presenter must upload a new file if needed.

Whiteboard

1. Presenters should become familiar with using the whiteboard during a presentation.
2. Moderators will assist with whiteboard controls.

Screen sharing

1. Only presenters may share their screen and must ask permission from the moderator to do so.

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Webinar/Further Help

View the BBB help videos

- Presenter Overview ^[1]
- Viewer Overview ^[2]
- Record and Playback Overview ^[3]

Setup virtual classrooms

- <http://code.google.com/p/bigbluebutton/wiki/FAQ#Classrooms>

Integration

- Wordpress - <http://wordpress.org/plugins/bigbluebutton>
 - Moodle - <https://moodle.org/plugins/browse.php?list=set&id=2>
 - Drupal - <https://drupal.org/project/bbb>
 - Joomla - <http://forum.joomla.org/viewtopic.php?t=527865>
 - Sakai - <https://jira.sakaiproject.org/browse/BBB>
-

Technical Support

- <http://code.google.com/p/bigbluebutton>
- <http://code.google.com/p/bigbluebutton/wiki/ClientConfiguration>
- <http://code.google.com/p/bigbluebutton/wiki/StressTesting>
- <http://code.google.com/p/bigbluebutton/wiki/Branding>
- <http://code.google.com/p/bigbluebutton/wiki/API>

Source Code

- <http://github.com/bigbluebutton>

Test System

- <http://demo.bigbluebutton.org>

Other Information

- <http://www.bigbluebutton.org/blog>
- <http://www.bigbluebutton.org/overview>

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References

- [1] <http://youtu.be/S4eNI9Afipo>
- [2] <http://youtu.be/U8P9RJDk42M>
- [3] http://youtu.be/4b_tC1JEX1E

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